

# Top Ten Employment Law Issues for Supervisors

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# Introduction

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Supervisors. . .

- Are the first line of defense to lawsuits
- Have the most contact with employees
- Often have the least amount of training



# How to Set Up Your Training

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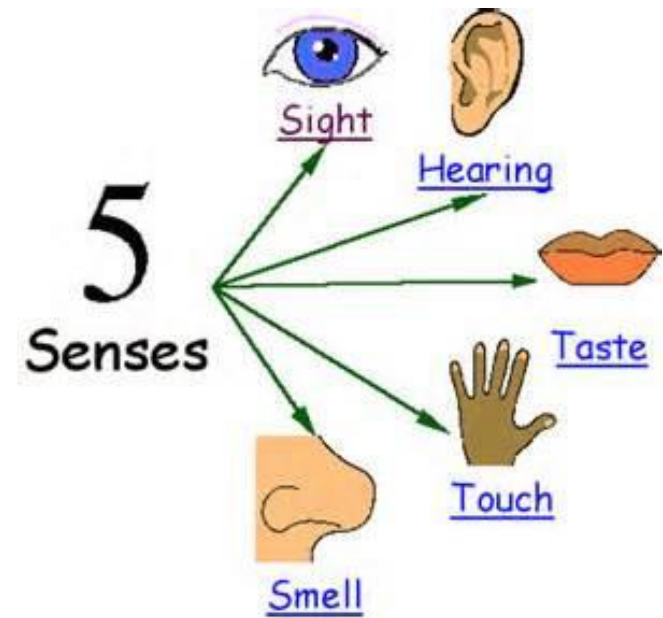
- What do they need right now?
- Do they understand the law and their responsibilities?
- Have you trained them on the handbook?
- Have you done any training on documentation and performance appraisals



# How do People Learn?

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- 3% through taste
- 3% through smell
- 6% through touch
- **13% through hearing**
- **75% through sight**



# What Should the Training Include?

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- Legal issues
- Communication styles
- Proper documentation
- Performance evaluations
- Handbook policies and procedures



# Goals for Training

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- Ensure supervisors receive knowledge and skills for effective day-to-day decision making and action.
- Ensure laws and policies are uniformly followed.
- Prevent or limit legal and financial risk.
- Promote positive employee relations



# The Top 10 Employment Law Issues For Supervisor Training

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## 1. Here's Looking at YOU, Kid!

- **YOU** can be held *personally* liable for actions **YOU** take as a supervisor
- You are the first line of defense (or offense!)



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2. “Too much of a good thing can be wonderful. ” - Mae West  
(but not in the law) – Jessica Roe
- Employment lawsuits come in many shapes and sizes





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## 3. Beware of What You Can't See.

- Retaliation is the hidden claim



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## 4. Be a Chatty Cathy (well, sort of).

- Best communication practices

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## 5. Did You Say Something?

- Understanding what to do with what is said.



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## 6. Are you Keeping Track of the Good and the Not-So-Good?

What to Document:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



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## How to Document:

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- How will jurors view your documentation and, in turn, you as a supervisor?



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## 7. Do Some “Light” Reading.

- Supervisors should be familiar with the company’s employee handbook



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## 8. Tell the Whole Truth and Nothing but the Truth.

- Performance Appraisals





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## 9. Be a Leader: What does that mean and why is it important?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



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## 10. Is this Someone Else's Job?

- How much to rely on HR and how much should you know?



# 10 Ways to Avoid Liability

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- document
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# For More Information

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